



DEPARTMENT OF THE NAVY
NAVAL SUPPLY SYSTEMS COMMAND
5450 CARLISLE PIKE
PO BOX 2050
MECHANICSBURG PA 17055-0791

TELEPHONE NUMBER
COMMERCIAL
AUTOVON
IN REPLY REFER TO:

5218
Ser 54A/38
SEP 26 2001

From: Commander, Naval Supply Systems Command

Subj: MAIL CENTER SECURITY

Ref: (a) DOD 4525.6-M, DOD Postal Manual, Volume I
(b) DOD 4525.6-M, DOD Postal Manual, Volume II
(c) OPNAVINST 5218.7B, Navy Official Mail Management Instruction
(d) DOD 5200.1-R, Information Security Program
(e) SECNAVINST 5510.30A, Department of the Navy Personnel Security Program
(f) SECNAVINST 5510.36, Department of the Navy (DON) Security Program (ISP) Regulation

1. Concerns by one of the Navy's Official Mail Manager's on security issues coupled with events of the past couple of weeks require strict compliance with personnel and physical security regulations. All activities operating mail centers should reassess security of their official mail operation.

2. Information on all aspects of security requirements relative to operating a mail center or mailroom, and processing official and personal mail is contained in references (a) through (f). Mail center managers, command official mail managers, and other supervisors involved in mail operations must familiarize themselves with the applicable sections of these regulations.

3. Emphasis should be directed towards safeguarding official accountable mail, especially registered mail, which could contain classified material. The following guidelines apply:

a. All personnel who handle official registered mail must be U.S. citizens and eligible for a SECRET clearance. This requires all employees have a completed favorable Personnel Security Investigation on file in accordance with reference (e), Chapter 6, paragraph 6-2.

b. Accountable mail must be afforded proper security. Reference (f), Chapter 7 (Safeguarding), and Chapter 10 (Storage and Destruction) provides requirements for controlling and protecting classified material, including overnight storage of certain unopened mail, which may contain classified material. Information on approved storage containers, changing combinations, key and padlock control, and electronic security systems is also provided.

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4. Official mail managers must also be aware of the make-up of letter and package bombs. Recommend US Postal Service Poster 26, Letter and Package Bomb Indicators; is placed in all mail centers.

5. The Navy Official Mail Manager, Mr. Alan L. Hass recommends you request the Security Directors at all installations under your cognizance that have mail center operations conduct a security assessment.

6. Request widest dissemination of this letter. For questions on mail security contact Mr. Hass, 717-605-5894 or DSN 430-5894.


E. DEMETZKY
By direction

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